

TITLE: Lieutenant - Fire - EMS Compliance Officer

FD-EMS/22-783

DEPARTMENT: Fire-EMS, Fayette County

**JOB SUMMARY:** This position is responsible for assisting with departmental and public safety divisional training operations and programs, and assuring regulatory compliance with Georgia Fire Academy, Georgia Firefighter Standards and Training Council, National Registry of Emergency Medical Technicians, and the Georgia Department of Human Resources, including core competencies in Fire / EMS

**MAJOR DUTIES:**

- o Conducts in-service training and initial certification classes for cadets and staff.
- o Prepares, develops, and conducts training programs for volunteer personnel.
- o Assists in the coordination of training activities with departmental mission and operational requirements.
- o Instructs personnel in first aid, rescue, personal safety, firefighting techniques and methods, and emergency medical techniques and methods, including CPR, Basic EMT, and Paramedic recertification; assists the Reserve Coordinator with reserve training as needed; assists in Critical Care education programs and other specialized medical projects to assist in meeting community needs.
- o Participates in the continuous Quality Improvement Program, including the review of patient care records and related documents.
- o Manages annual core competency evaluations; reviews clinical skills performance in both laboratory and field clinical settings; coordinates utilization review and related risk management activities involving EMS.
- o Assists in the development and implementation of departmental Standard Operating Procedures for Training; assists in the development of departmental training goals and objectives.
- o Responds to fire or medical emergency calls and serves as Incident Safety Officer and Reserve Unit evaluator as directed by a superior officer; drives fire and emergency vehicles to the scene of an emergency.
- o Responds to fire or medical emergency calls and serves as incident commander or sector commander until relieved by a superior officer.
- o Performs search and rescue operations at the scene of fires or emergencies; administers aid to injured or sick persons; checks vital signs and provides hospital personnel with

information concerning the nature of the emergency and the steps necessary to provide immediate medical assistance.

- o Operates medical equipment and administers medication to injured or sick persons on-site and in transit to appropriate medical facility as authorized, such as parenteral medication, intravenous fluid therapy, endotracheal airway tubes, defibrillation equipment, electrocardiogram monitoring and recording equipment; transports injured or sick persons to appropriate medical facility.
- o Conducts community fire prevention and safety education programs; coordinates outside agency requests to use the department's burn lab.
- o Participates in training programs and certification classes as required; attends other staff meetings.
- o Trains the public and county employees in emergency care.
- o Maintains and supports county-owned AEDs.
- o Performs all duties of a Firefighter/Paramedic.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern fire suppression procedures and techniques.
- o Knowledge of advanced emergency medical and life support procedures, techniques and equipment.
- o Knowledge of the geography of Fayette County and surrounding areas, including hydrant locations, the layout and location of public utilities, and potentially hazardous materials and substances.
- o Knowledge of departmental records systems, communications equipment, computer applications, and reporting procedures.
- o Skill in supervising, demonstrating and evaluating firefighting and medical assessment/treatment duties and the use of related equipment.
- o Skill in coordinating, training, and evaluating the work of others.

- o Skill in communicating effectively with others, both orally and in writing.
- o Skill in understanding and following oral or written policies, procedures, and instructions.
- o Skill in preparing and presenting accurate and reliable reports containing findings and recommendations.
- o Skill in operating a personal computer using standard or customized software applications appropriate to assigned tasks.

**SUPERVISORY CONTROLS:** The Commander – Fire / EMS Administration Section assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include Federal, State, and local county policies and procedures; departmental policies and procedures; local, state, and federal laws; medical protocols and standing orders; NFPA standards; building and fire codes; and county ordinances. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory, administrative, and emergency response duties. The necessity of balancing emergency and non-emergency duties contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist in coordinating the department's fire prevention, fire safety education, and fire inspection programs. Success in this position contributes to the safety and well being of county residents.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, business owners, property owners, law enforcement personnel, health care professionals, representatives of other emergency response agencies, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; or motivate and influence persons.

**PHYSICAL DEMANDS:** The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work. A high school diploma or GED is required. In addition, an Associates degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study is strongly preferred.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of three years experience with a recognized career fire department. Two years experience with Fayette County Fire & EMS. Years of experience can run concurrently.

- o Possession of a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Meet current requirements set forth by the National Professional Qualifications System as a Firefighter 2 NIMS 300 and meet the firefighter certification requirements as required by Georgia Firefighter Standards and Training Council. Meets NPQ requirements for Pumper Operator, Aerial Operator, Fire Officer 1, and Incident Safety Officer within 2 years.
- o Possession of State of Ga. Paramedic license and possession and maintenance of National Registry certification as a Paramedic. (If the employee is in a EMT-Firefighter classification they must be actively functioning as a Paramedic with Fayette Co. to be eligible for promotion.)